



**MINUTES OF THE
COMMUNITY INFRASTRUCTURE AND
SERVICES ADVISORY COMMITTEE**

**June 20, 2007 @ 7:00 P.M.
School House, 1589 Millstream Road**

PRESENT: Elaine Limbrick
Libby McMinn
Tara Parkinson
Laurain Mills
Eleanor Rayner
Evelyn Samuel—Recorder
Fred York—Chair of the Meeting

ABSENT: Councillor Ken Brotherston
Bob Flitton
Andy Stewart

STAFF: Chris -Coates, Administrator

New Committee Members, Eleanor Rayner and Andy Stewart were welcomed to the Committee.

1. APPROVAL OF THE AGENDA

**MOVED: LIBBY MCMINN
SECONDED: ELEANOR RAYNER**

THAT the agenda be approved as amended to include under **Unfinished Business** d) Highlands Flag and under New Business c) Illegal Dumping and Regular Meeting Date.

CARRIED

2. ADOPTION OF THE MINUTES

a) Minutes of the Meeting held on March 28, 2007.

**MOVED: ELAINE LIMBRICK
SECONDED: ELEANOR RAYNER**

THAT the Minutes of the Meeting of March 28, 2007 be adopted as amended to correct spelling.

CARRIED

- b) Minutes of the Meeting held on May 23, 2007.

MOVED: ELAINE LIMBRICK
SECONDED: TARA PARKINSON

THAT the Minutes of the Meeting of May 23, 2007 be adopted as amended to correct spelling.

CARRIED

3. UPDATE FROM COUNCIL LIAISON/STAFF - Chris Coates

- a) Follow-up to Committee's request for information:

Road Signs and Maintenance: Council has approved, in the new budget, a twice-yearly thorough inspection of Highlands roads. The DoH Budget has included (in each of the next five years) \$25,000 for additional road maintenance and \$50,000 for capital road items. In addition, \$50,000 per year will be transferred to the Road Reserve Fund.

Emergency Preparedness: Council is working on providing easily accessible, concise information (e.g. fridge magnet) on contacts in an emergency. They also want to target new residents and new buildings for people unfamiliar with the emergency situation in the Highlands. The basis for preparedness always rests with the household and neighbourhood for the first responses. Highland District Community Association is putting together a community meeting to discuss what we learned from last winter and how to prepare for the coming one. It is anticipated that this will be held in the fall.

- b) Current update:

New Deputy Corporate Officer has been hired to replace Sandi Chesley. She is Tina Neurauter, who has extensive experience in Colwood.

Regional Growth Strategy: The CRD Board has split the amendment requests into two portions--Highlands and others. The CRD Board has approved an extension to the DoH Urban Containment Boundary. This now needs to go to all the member municipalities for ratification. The CRD Board is considering the creation of an implementation agreement which would be between the CRD Board and any member municipality to provide servicing. This will require a simple majority of the Board and the municipal Council for ratification. It will make it more likely that minor, or ill-defined changes will be able to be dealt with.

4. UNFINISHED BUSINESS

- a) Letter from Mayor Derek Corrigan, City of Burnaby, dated January 26, 2007, Re: Resolution Respecting Wildlife Resource and Ecosystem Recovery Cost Accountability

MOVED: LIBBY MCMINN
SECONDED: ELEANOR RAYNER

THAT the District of Highlands support the motion in the letter from mayor Derek Corrigan and that the motion be sent to UBCM.

CARRIED

- b) Implications of water infrastructure issues as they pertain to the CRD public hearing scheduled for late June.

As no information was available, the item was tabled until the next meeting of the Committee.

- c) Speeding Motorcycles

The CAO advised that Council will be sending a letter to Inspector Falkner of the RCMP giving information as to where and when the worst problems are and to request allocation of police resources during these times. Most problems occur on Wednesday night and Sunday. Committee members believe it's a motorcycle club which meets during these times.

- d) Municipal Flag

Libby McMinn brought forward information about the proposed logo and cost for the flag. It was proposed to modify the Highlands logo slightly. The cost for a 3'x5' flag would be about \$150.00. If ten were ordered the cost would go down to about \$130.00 each.

MOVED: LIBBY MCMINN
SECONDED: TARA PARKINSON

THAT the original logo of the District of Highlands be used on the flag and that the words "District of Highlands" be included, as well.

CARRIED

Committee Recommendations:

- That the logo remain the same as on the Highlands' letterhead and include the words District of Highlands.
- That the ownership of the logo be investigated (can we use it on a flag?)
- That a decision be made as to who can own a flag and who can fly it (just the municipality or residents, as well?).

5. **NEW BUSINESS**

a) Budget Highlights

The CAO summarized the five-year budget passed by Council in May.

- This is the first year that DoH will be paying for police services. We are responsible for 50% of the cost; the province will cover the remainder. This will mean an average of about \$107.00 per household in the Highlands (\$19.32 per \$100,000 of assessment).
- Road Maintenance and Reserves have been addressed (see 3a above).
- DoH will start a regular schedule of fire inspection services and has allocated \$7,000 for an annual review by contractor Scott Melville. It will involve inspections of all business and municipal buildings.
- Maintenance of fire ponds and dry hydrants will be put on a regular schedule as they have started to need attention.
- Our Fire Reserves are healthy. Road Reserves are slim, but this has been addressed in the budget. Unrestricted Cash Surplus should be at least 25% of the municipal budget (about \$300,000 to \$350,000). At present we have nothing, but \$50,000 for five years has been allocated in the budget.
- DoH has been awarded an \$150,000 grant to improve the ball fields at Twin Flower Park. The deadline for completion of work has been extended to March 31, 2009, which will allow the work to dovetail with the possible creation of a new community centre.

b) Local Government Infrastructure Planning Grant Program

Council requested suggestions from the Committee for application to this program. These are:

MOVED: LIBBY MCMINN
SECONDED: ELEANOR RAYNER

THAT DoH apply for funding to produce engineering design specifications for a trail along lower Millstream Road from Millstream Lake Road to the municipal boundary in the south.

CARRIED

MOVED: ELEANOR RAYNER
SECONDED: TARA PARKINSON

THAT the DoH apply for funding to study the feasibility of storm water management by building retention ponds throughout the Highlands. This would capture the huge winter runoff, provide fire protection ponds throughout the district, and add to biodiversity.

CARRIED

c) Regular Date of Meeting

MOVED: ELEANOR RAYNER
SECONDED: TARA PARKINSON

THAT the Community Infrastructure and Services Select Committee meet regularly on the second Wednesday of the month at 7:30 p.m. except for July and August.

CARRIED

d) Illegal Dumping

Members of the Committee expressed concern about the amount of illegal dumping in the Highlands. The CAO will check the wording in the Road and Traffic Bylaw for the next meeting. A municipality has to prescribe a fine for infractions and create the authority to ticket.

6. **ADJOURNMENT**

MOVED: ELAINE LIMBRICK

THAT the meeting adjourn at 9:35 p.m.

CARRIED